



## NOTIFICATION PROCESS

### Directive 3 - 103

Date Issued: July 2013 Amends/Cancel: G.O. 08-04

---

#### I. PURPOSE

The purpose of this Directive is to ensure the timely notification of Headquarters when an unusual event has occurred affecting the State of Maryland, the Department of General Services (DGS) or the Department of General Services Maryland Capitol Police (DGS-MCP).

#### II. DEFINITION

A significant event can be, but not limited to:

- a fire/safety event at a DGS managed facility,
- any major or significant crime,
- a situation involving allied law enforcement, the fire department, or public works (including BGE, Verizon, etc.),
- injury to a DGS-MCP member,
- a situation which may draw the attention of the news media.

#### III. POLICY

Any time a member of DGS-MCP becomes aware of or involved in a significant or unusual event, Headquarters will be notified immediately. Initial notification should go to the duty shift commander, who in turn will notify the Detachment Commander. The Chief of Police or his designee will then be notified as soon as possible. In the event the Detachment Commanders cannot be reached, the on duty shift commander will be responsible for notifying the Chief of Police or his designee.

#### IV. PROCEDURES

A person has not been notified of an incident or situation unless two-way contact has been made with the person. It should be noted that leaving a voicemail message, sending an e-mail or text messages does not mean that the person has been notified. Notification has only been made when the recipient acknowledges receipt of the information sent.